



# EMPLOYMENT READINESS PROGRAM

**PRIVACY ACT STATEMENT: AUTHORITY:** Title 10, U.S. Code, Section 3012. **PURPOSE:** To record essential information for employment assistance. **VOLUNTARY DISCLOSURE** for use by USSOUTHCOM Family Support Center (FSC) Staff.

**RETURN FORM TO: FAMILY SUPPORT CENTER (Employment Readiness/Spouse Employment)**  
8300 N.W. 33<sup>rd</sup> Street, Suite 110  
Miami, FL 33122-1217  
Phone: (305) 437-2671/2665

**CHECK THE APPROPRIATE BOX:**

- ☐ Military Spouse      ☐ Civilian Spouse  
☐ Military Family Member      ☐ Civilian Family Member      ☐ Other, please list \_\_\_\_\_

NAME \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ Date of Arrival to Miami Area \_\_\_\_\_

\*\*\*\*\***EMPLOYMENT INTEREST INFORMATION**\*\*\*\*\*

**WORK SCHEDULE:**

- ☐ Full-time only      ☐ Part-time only      ☐ Full or Part-time

**LIST TYPE(S) OF POSITION DESIRED:**

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**MINIMUM SALARY DESIRED:** \_\_\_\_\_ per hour      \_\_\_\_\_ per month  
\_\_\_\_\_ bi-weekly      \_\_\_\_\_ annually

**LANGUAGE(S):** Check all that may apply.

- ☐ English    ☐ Spanish Oral    ☐ Spanish Written    ☐ Other, \_\_\_\_\_

**LIST THE LOCATIONS (NAME OF CITIES) where you are interested in working:** \_\_\_\_\_

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**HIGHEST LEVEL OF EDUCATION**    ☐ High School      ☐ College      ☐ Graduate School

**LIST MAJOR(S) AND DEGREE(S):**

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**LIST THE NUMBER OF YEARS AND TYPE OF POSITIONS YOU HAVE HELD:**

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**LIST SPECIAL SKILLS, KNOWLEDGE, ABILITIES, AND INTERESTS** (i.e. word processing, sales, accounting, nursing, marketing)

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**DATE AVAILABLE FOR EMPLOYMENT:** \_\_\_\_\_

**SPONSOR'S NAME, RANK, BRANCH OF SERVICE, AND PHONE#:** \_\_\_\_\_

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# EMPLOYMENT READINESS NEEDS ASSESSMENT

PRIVACY ACT STATEMENT: AUTHORITY: Title 10, U.S. Code, Section 3012. PURPOSE: To record information for employment training schedule. VOLUNTARY DISCLOSURE for use by USSOUTHCOM Family Support Center Staff.

NAME: \_\_\_\_\_

1. Check each category that you would like assistance with:

- ☐ Job Search Strategies
- ☐ Application Completion
- ☐ Writing Resumes, Cover Letters and Follow-up Letters
- ☐ Identification of Skills and Interests
- ☐ Self Assessment
- ☐ Interviewing Skills
- ☐ Other: \_\_\_\_\_

2. Check resources that you have used in your job search:

- |   |  |
|---|--|
| <input type="checkbox"/> Classified Ads                 | <input type="checkbox"/> Bulletin Boards   |
| <input type="checkbox"/> Civilian Personnel Office      | <input type="checkbox"/> Public Schools    |
| <input type="checkbox"/> Office of Personnel Management | <input type="checkbox"/> Internet Access   |
| <input type="checkbox"/> Temporary Employment Agency    | <input type="checkbox"/> Personal Contacts |
| <input type="checkbox"/> Public Announcements           | <input type="checkbox"/> Other _____       |

3. Check each workshop title that you are interested in attending:

- ☐ Employment Assistance (Resumes, Cover Letters, Interviews)
- ☐ Job Search and the Internet
- ☐ Negotiating Skills for Military Family Members
- ☐ Employment Outlook and South Florida
- ☐ SOUTHCOM and other local Job Fairs
- ☐ Other: \_\_\_\_\_